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**Personal Information Bank Name:**

Accessible Services Files

**VanDocs Classification:**

10-3000-50 Public Library - Library Services - Accessible Services Patron Profiles

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To administer library materials borrowing service to individuals in care facilities and to library users with mobility challenges and/or print disabilities.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Vital Statistics Information

Health Information

Reading Interests and Preferred Formats Information

Permission to retain past borrowing information to avoid duplication of delivery

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Accounting Services Files

**VanDocs Classification:**

05 Financial Management

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document financial arrangements with authors and performers for program presentation, to document financial arrangements for In Residence positions, to document financial arrangements with authors for purchase of self-published works, and to document financial arrangements if honoraria issued to Community Digital Initiatives participants. Also to document monetary donations to the Vancouver Public Library for specific initiatives.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Financial Information

**Persons Information is Disclosed To:**

Library Employees

City Employees

**Personal Information Bank Name:**

Auditions Email List Compliance Log

**VanDocs Classification:**

01-5000-23 Administration - Policies and Procedures - Local Policies and Procedures

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document compliance with Canada's Anti-Spam legislation.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (a) - the collection of that information is expressly authorized by or under an Act

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Contact Information

Subscriber Request Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

BC Artist Files Index Image Usage Permissions

**VanDocs Classification:**

01-0500-23 Administration - Policies and Procedures - Local Policies and Procedures

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document permission to use images on Vancouver Public Library website.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Civil Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Chief Librarian's Correspondence

**VanDocs Classification:**

01-5000 Administration - Community Relations

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To capture all public correspondence addressed to the Chief Librarian and the Chief Librarian's replies.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Community Digital Initiatives

**VanDocs Classification:**

10-1000-41 - Public Library – Planning and Development – Division/Branch Program and Service Development Project Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To collect consent for use of interview recordings and images in Community Digital Initiatives.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and contact information

Civil information

Family information, if under 19 years

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Directors' Public Comments and Complaints Correspondence

**VanDocs Classification:**

01-5000-11 Administration - Community Relations - Public Comments and Complaints

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To capture comments and complaints about library services and the responses sent.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

**Persons Information is Disclosed To:**

Library Employees



**Personal Information Bank Name:**

Employee Files

**VanDocs Classification:**

07 Human Resources Management

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document information pertaining to employment at the Vancouver Public Library.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (a) - the collection of that information is expressly authorized by or under an Act

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Library Employees

**Type(s) of Information Collected:**

Name and Contact Information

Education Information

Criminal Information

Vital Statistics Information

Financial Information

Family Information

Health Information

Permits/Licenses Information

Employment Information

**Persons Information is Disclosed To:**

City Employees

Other Public Body Employees

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Exhibit agreements, Central Library moat

**VanDocs Classification:**

10-4000-32 - Public Library – Fee-based Services – Facility Booking Database

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To administer art exhibitions in Central Library's moat.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

Others: Public Bodies, Societies

**Type(s) of Information Collected:**

Name and contact information

Booking information

Finance information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Freedom of Information Requests

**VanDocs Classification:**

04-1000-24 Information Management - Access and Privacy - FOI Request Case Files - VPL

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document freedom of information requests for access to library records and their resolution.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Genealogical Resources Newsletter Email List Compliance Log

**VanDocs Classification:**

01-5000-23 Administration - Policies and Procedures - Local Policies and Procedures

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document compliance with Canada's Anti-Spam legislation.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (a) - the collection of that information is expressly authorized by or under an Act

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Contact Information

Subscriber Request Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Horizon Integrated Library System, Circulation Module

**VanDocs Classification:**

10-2000-10 Public Library - Technical Services - Horizon Database

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To administer library materials borrowing service including wait lists and fines & charges that are owed and paid.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Vital Statistics Information

Current Borrowing Information

Finance Information

**Persons Information is Disclosed To:**

Library Employees

Private Sector Employees (*of contracted service providers only*)

Note: Per BC FOIPPA Act, Section 33.1 (p) Disclosure of personal information is permitted when it is necessary for installing, implementing, maintaining, repairing, trouble shooting or upgrading an electronic system or equipment that includes an electronic system, or data recovery that is being undertaken following failure of an electronic system that is used in Canada by the public body or by a service provider for the purposes of providing services to a public body, and in the case of disclosure outside Canada, is limited to temporary access and storage for the minimum time necessary for that purpose, and in relation to data recovery, is limited to access and storage only after the system failure has occurred.

**Personal Information Bank Name:**

Horizon Integrated Library System, Homebound Module

**VanDocs Classification:**

10-3000-50 Public Library - Public Services - Accessible Services Patron Profiles

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To administer library materials borrowing service including wait lists and fines that are owed and paid to vulnerable seniors and to library users with mobility challenges and/or print disabilities.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Vital Statistics Information

Current Borrowing Information

Previous Borrowing Information

Finance Information

**Persons Information is Disclosed To:**

Library Employees

Private Sector Employees (*of contracted service providers only*)

Note: Per BC FOIPPA Act, Section 33.1 (p) Disclosure of personal information is permitted when it is necessary for installing, implementing, maintaining, repairing, trouble shooting or upgrading an electronic system or equipment that includes an electronic system, or data recovery that is being undertaken following failure of an electronic system that is used in Canada by the public body or by a service provider for the purposes of providing services to a public body, and in the case of disclosure outside Canada, is limited to temporary access and storage for the minimum time necessary for that purpose, and in relation to data recovery, is limited to access and storage only after the system failure has occurred.

**Personal Information Bank Name:**

Indigenous Storyteller in Residence Promotion Contact List Email List Compliance Log

**VanDocs Classification:**

10-10000-10 Public Library - Planning and Development - Branch and Division Planning Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**

For promotion of events & programs involving the Aboriginal Storyteller in Residence.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (a) - the collection of that information is expressly authorized by or under an Act

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

InfoAction Clients

**VanDocs Classification:**

10-4000-20 Public Library - Fee-based Services - InfoAction Client database

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To administer fee-based research service.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

Private Sector Companies

Public Bodies

**Type(s) of Information Collected:**

Name and Contact Information

Finance Information

**Persons Information is Disclosed To:**

Library Employees



**Personal Information Bank Name:**

Ink Teen Journal Participation Waivers and Licence to Publish

**VanDocs Classification:**

10-3000-22 Public Library - Public Services - Children's and Teens Services Public Programme Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document the release of the library from liability in relation to minors' participation in activities or events and to document the granting of licence to publish minors' content in an anthology.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Family Information

Civil Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Interlibrary Loan Requests

**VanDocs Classification:**

10-3000-42 Public Library - Public Services - Interlibrary Loan Requests

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To administer the borrowing materials from other library systems on behalf of library patrons service.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

VPL Library Card Number

Borrowing information

Finance Information

**Persons Information is Disclosed To:**

Library Employees

Public Body Employees

**Personal Information Bank Name:**

Library Email Newsletter Recipients

**VanDocs Classification:**

04-2400-30 Information Management - Communications: Publications - External Publications

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To communicate weekly highlights of upcoming library events and programs, monthly stories about top reads, VPL news and more.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (a) - the collection of that information is expressly authorized by or under an Act

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

**Persons Information is Disclosed To:**

Library Employees

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Library Square Conference Centre Rentals

**VanDocs Classification:**

10-4000-32 Public Library – Fee-based Services – Facility Booking Database

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To administer room rentals system-wide.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

Private Sector Companies

Public Bodies

**Type(s) of Information Collected:**

Name and Contact Information

Booking Information

Finance Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Online Library Catalogue Social Features

**VanDocs Classification:**

04-4000-10 Information Management – IT Business Applications – Application Maintenance Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To allow library users to share ratings and commentary about the materials in the library collection with other collection users and beyond Vancouver to others users of this library catalogue platform.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and contact Information

Vital Statistics Information

Commentary and Reading List Information

**Persons Information is Disclosed To:**

Library Employees

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Request for Reconsideration of Library Materials correspondence

**VanDocs Classification:**

01-5000-11 Administration – Community Relations – Public Comments and Complaints

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To capture responses sent regarding requests for reconsideration of library materials.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and contact information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Security Incident Reports

**VanDocs Classification:**

06-5000-10 Legal Affairs and Risk Management - Security - Security Incident Reports

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document incidents relating to safety and security of library staff, library patrons, and/or library materials and facilities.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Library Employees

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Vital Statistics Information

Civil/Criminal Information - depending on nature of the incident

**Persons Information is Disclosed To:**

Library Employees

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Sound Recording Studio Bookings

**VanDocs Classification:**

10-3000-20 Public Library - Public Services - Adult Public Programme Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To schedule access to sound recording studios within the Inspiration Lab at Central Library and the Bud Osborne Creation Space at néca?mat ct Strathcona Branch.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Library Card Number

Studio Booking Information

**Persons Information is Disclosed To:**

Library Employees



**Personal Information Bank Name:**

Staff Identification Badges

**VanDocs Classification:**

06–5000 Legal Affairs and Risk Management - Security

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To permit staff and other designated access to library facilities.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Library Employees

**Type(s) of Information Collected:**

Name

Photograph

Employment information

**Persons Information is Disclosed To:**

Library Employees

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Suggested Purchase Requests

**VanDocs Classification:**

10-3000 Public Library – Public Services

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To collect and approve suggested purchase service

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and contact information

VPL library card number

Request information

**Persons Information is Disclosed To:**

Library Employees

Private Sector Employees (*of contracted service providers only*)

**Personal Information Bank Name:**

Vancouver Indie Authors Collection files

**VanDocs Classification:**

10-1000-41 - Public Library – Planning and Development – Division/Branch Program and Service Development Project Files

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To collect and approve submissions for inclusion in the Vancouver Indie Author Collection and to document the granting of licence to digitally lend self-published eBooks included in the Vancouver Indie Authors Collection.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and contact information

Vital statistics information

Bibliographic information

Civil information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Writing & Book Camp Participation Waivers and Licence to Publish

**VanDocs Classification:**

10-3000-22 Public Library - Public Services - Children's and Teens Services Public Programme Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document the release of the library from liability in relation to minors' participation in activities or events and to document the granting of licence to publish minors' content in an anthology.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Family Information

Civil Information

**Persons Information is Disclosed To:**

Library Employees

**Personal Information Bank Name:**

Writing and Publishing Events Email List Compliance Log

**VanDocs Classification:**

10-3000-20 Public Library - Public Services - Adult Programme Records

**Purpose for Collection, Use, and Disclosure of Personal Information:**

To document compliance with Canada's Anti-Spam legislation.

**Authority for Collection of Personal Information:**

BC FOIPPA Act, Sections:

26 (a) - the collection of that information is expressly authorized by or under an Act

26 (c) - information that relates directly to and is necessary for an operating program or activity of the public body

**Collected Information is About:**

Private Citizens

**Type(s) of Information Collected:**

Name and Contact Information

Subscriber Request Information

**Persons Information is Disclosed To:**

Library Employees